



What is a Phantom Punch?

A Phantom Punch in TRS occurs when:

- An employee forgets to punch out for job one and clocks in for a secondary position
- When employee clocks out with a '2' instead of a '1'. '1' should be used to clock out for all positions.

This causes TRS to insert a computer-generated purple punch that is called a **Phantom Punch**. This creates a continuous shift from the in-punch of the first job to the out-punch of the 2nd job or shift potentially causing an over payment. Below are instructions on how to correct this.

When you see a **purple Phantom Punch** that changes the employees shift time

1. Phantom computer-generated punches will show up as purple in the time card
2. Right click on the **in-punch** for Job two
3. Select **Edit punch**

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
X	Sun 5/16										
X	Mon 5/17										
X	Tue 5/18			8:00		17:00					9.0
X	Wed 5/19			7:56							
X	Thu 5/20			7:56		11:55	11:55		18:04	9.0	9.0
X	Fri 5/21										
X	Sat 5/22										

4. Click on the black arrow of the **Override** box and select an option
 - a. **In Punch** - will move punch to start of shift
 - b. **Out Punch** - will move punch to end of shift
 - c. **New Shift** - will move punch to start of shift. This is helpful if it's for the next day
5. Select **OK**

Date: 5/20/2010
 Time (hh:mm): 11:55
 Rounded Time: 5/20/2010 12:00 GMT-04:00
 Time Zone: (GMT -05:00) Eastern Time (USA; Canada)
 Override: New Shift
 Cancel Deduction: <None>
 Transfer: New Shift
 Exception: 1 hr Lunch Break, 30 min Lunch Break, 45 min Lunch Break
 Comment: Punch has no comment
 Buttons: OK, Cancel, Help

7. When you are returned to the Timecard the **purple Phantom Punch** will be gone
8. A missed punch will be in its place

	Date	Pay Code	Amount	In	Transfer	Out
	Sun 5/16					
	Mon 5/17					
	Tue 5/18			8:00	8	17:00
	Wed 5/19			7:56		
	Thu 5/20			7:56		
	Thu 5/20			11:55	...8/60055300/	18:04
	Fri 5/21					
	Sat 5/22					

When you see a **purple Phantom Punch** that looks like it is clocking employee back into the secondary positions follow the instructions below

1. Determine what is the incorrect second transfer code is (it will be purple)
2. Delete the second purple transfer code and the correct black punch will move to the correct spot

	Mon 6/13			9:01	...7138500/	17:00
	Mon 6/13			17:00	...713850	17:30
	Mon 6/13			19:30		9:02
	Tue 6/14-			9:02	...7128900/	
	Wed 6/15					